



## ADMINISTRATIVE ASSISTANT

Posted by ULEA DIGITAL SERVICES INC

**Posting Date :** 31-Oct-2025

**Closing Date :** 29-Apr-2026

**Location :** Elk Point

**Salary :** \$16 Per Hour

### Job Requirements

- **Education:** Secondary (high) school graduation certificate
- **Language:** English
- **Years of Experience:** 1 year
- **Vacancy:** 1
- **Job Type:** Full Time
- **Job ID:** DISJ7120649

### Job Description:

## ADMINISTRATIVE ASSISTANT (NOC:13110)

Posted on by ULEA DIGITAL SERVICES INC on December 21, 2023

## **JOB DETAILS**

### **Location**

4610 – 50<sup>th</sup> Street Elk Point, AB T0A 0A0

### **Salary**

\$16.00 hourly / 40 hours per Week

## **TERMS OF EMPLOYMENT**

### **Permanent employment**

Full time

### **Start date**

Starts as soon as possible

### **Vacancies**

1 vacancy

## **OVERVIEW**

### **Languages**

English

### **Education**

## Secondary (high) school graduation certificate

### **Experience**

1 year to less than 2 years

### **RESPONSIBILITIES**

#### **Tasks**

- Arrange and co-ordinate seminars, conferences, etc.
- Determine and establish office procedures and routines
- Schedule and confirm appointments
- Answer telephone and relay telephone calls and messages
- Answer electronic enquiries
- Compile data, statistics and other information
- Order office supplies and maintain inventory
- Greet people and direct them to contracts or service areas
- Open and distribute regular and electronic incoming mail and other material and co-ordinate the flow of information
- Set up and maintain manual and computerized information filing systems

•eeeeee Type and proofread correspondence, forms and other documents

### **Experience and specialization**

•eeeeee Computer and technology knowledge

•eeeeee Google Docs

•eeeeee MS Windows

•eeeeee MS Office

### **Area of specialization**

•eeeeee Correspondence

•eeeeee Reports and records

•eeeeee Contracts

### **ADDITIONAL INFORMATION**

#### **Work conditions and physical capabilities**

•eeeeeee Fast-paced environment

•eeeeeee Work under pressure

•eeeeeee Tight deadlines

•\$\$\$\$\$ Attention to detail

•\$\$\$\$\$ Repetitive tasks

## **Personal suitability**

•\$\$\$\$\$ Ability to multitask

•\$\$\$\$\$ Excellent oral communication

•\$\$\$\$\$ Excellent written communication

•\$\$\$\$\$ Flexibility

•\$\$\$\$\$ Organized

•\$\$\$\$\$ Client focus

•\$\$\$\$\$ Reliability

## **WHO CAN APPLY TO THIS JOB?**

**The employer accepts applications from:**

Canadian citizens and permanent or temporary residents of Canada

Other candidates with or without valid Canadian work permit

## **HOW TO APPLY**

**Email resume to:**

uleadigitalservices-careers@post.com

This job posting includes screening questions. Please answer the following questions when applying:

- Are you available for shift or on-call work?
- Are you willing to relocate for this position?
- Do you currently reside in proximity to the advertised location?
- Do you have previous experience in this field of employment?

**Website**

<https://www.ulea.ca>

**To apply for this job vacancy, please send your resume along with a cover letter and a reference letter from your previous employer to the following email: [uleadigitalservices-careers@post.com](mailto:uleadigitalservices-careers@post.com)**

**Posted on Disabled job Portal**